

# CITY OF WESTLAKE



## MINUTES

### **City Council Workshop**

Monday, September 22, 2025 at 4:00 PM

The Lodge at Westlake Adventure Park  
5490 Kingfisher Blvd.  
Westlake, Florida 33470

### **CITY COUNCIL:**

JohnPaul O'Connor, Mayor  
Greg Langowski, Vice Mayor  
Gary Werner, Council Member – Seat 1  
Erik Gleason, Council Member – Seat 2  
Charlotte Leonard, Council Member – Seat 3

### **CITY STAFF:**

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Donald J. Doody, Esq., City Attorney  
Osniel Leon, AICP, Planning and Zoning  
Suzanne Dombrowski, P.E., ENV SP, Engineering

A workshop of the City Council of the City of Westlake was held on Monday, September 22, 2025, at 4:00 PM, at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended the meeting through electronic means and accessed as follows:

1. Webex meeting from a computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com>

Meeting ID: 2867 388 6186

2. United States Toll: +1-650-479-3208

Meeting ID: 2867 388 6186

### **CALL TO ORDER**

Mayor O'Connor called the City of Westlake Workshop on Monday, September 22, 2025, to order at 4:00 PM

### **ROLL CALL**

Present and constituting a quorum:

Councilman Erik Gleason  
Councilwoman Charlotte Leonard  
Vice Mayor Greg Langowski  
Mayor JohnPaul O'Connor

Also Present:

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Odet Izquierdo, Deputy City Clerk

### **PLEDGE OF ALLEGIANCE**

Mayor O'Connor led the Pledge of Allegiance.

### **WORKSHOP AGENDA**

#### **A. Discussion of City Manager job description and qualifications**

Mayor O'Connor began the discussion by distributing a framework he had prepared for the City Manager job description, noting that there would likely be overlap with what other council members had prepared. The Council then proceeded to compare and discuss the different versions of the job description to create a comprehensive document.

The Council first determined the structure of the job description, agreeing it should include : Position Overview (or Summary), Qualifications, Key Responsibilities, Working Conditions, Physical Requirements, and Compensation and Benefits.

For the position qualifications, the Council agreed on:

- Experience as a city manager or assistant city manager in Florida
- Experience and knowledge of Land Development Regulations and ability to facilitate the development process

- ICMA credentialed manager preferred
- Innovative thinker who embraces Westlake's "government light" model of efficiency and contract management

Under key responsibilities, the Council included:

- Demonstrates ability to secure significant appropriations and grants
- Identify, pursue, and administer grant opportunities that support the city's long-term strategic goals and infrastructure needs
- Oversee all financial operations of the city, including preparation and submission of timely annual audited financial statements
- Ensure strong internal financial controls, transparency, and fiscal responsibility
- Manage a diversified staff of contract employees across all city departments
- Develop leadership capacity within the organization
- Actively support the council in building and maintaining strong positive relationships with the Palm Beach County League of Cities, Florida League of Cities, and National League of Cities
- Collaborate with elected officials to develop, communicate, and implement strategic goals for the city
- Provide policy guidance, professional advice, and administrative leadership to the mayor and council
- Anticipate and address challenges associated with rapid population growth and infrastructure development
- Effective public communicator who engages with residents and provides regular updates

The Council discussed the working conditions, noting that work is performed primarily in an office environment with frequent attendance at evening and weekend meetings, and the position requires travel within Florida and occasional national travel.

For compensation and benefits, the Council agreed on a salary range of \$155,000 to \$190,000, depending on qualifications and experience.

The Council agreed that when they hire a new city manager, they would make it a contractual obligation that the manager continue the "Coffee with the Manager" program on a monthly basis to maintain community engagement.

Mayor O'Connor emphasized the importance of finding someone who understood Westlake's unique government structure, with its focus on contract management for most city services.

The Council instructed the clerk to compile all the agreed-upon elements into a final draft that would be sent to Council members for review, with feedback due by the end of the week so that it could be presented at the October 7 meeting and then submitted to the ICMA for publication.

### **CITY COUNCIL COMMENTS**

A. Councilwoman Charlotte Leonard - no comments.

B. Councilman Gleason – no comments.

C. Vice Mayor Langowski brought up a proclamation for Mr. Cassel to be presented at the next council meeting. Also, Vice Mayor Langowski introduced a WebsEdge, for the National League of Cities 2025 Film Series to the council as a promotional city video idea.

E. Mayor O'Connor mentioned that he had attended the Read for the Record luncheon and expressed interest

in having the city participate in the Read for the Record program. He encouraged his colleagues and the Education Advisory Board to participate by reading to students at local schools.

#### **CITY MANAGER COMMENTS**

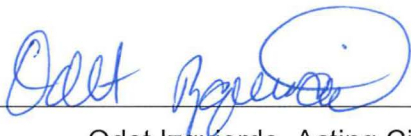
Mr. Cassel complimented the Council for efficiently establishing parameters for the City Manager job description. He noted that they had stayed true to creating a general framework appropriate for hiring a CEO-level position.

#### **PUBLIC COMMENTS**

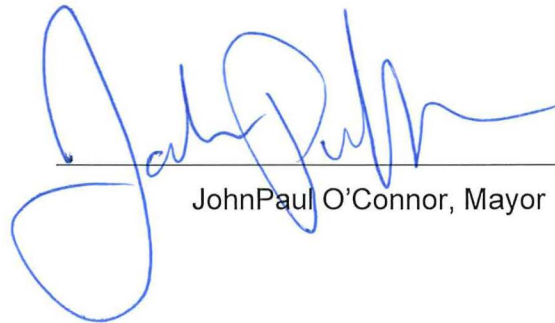
Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber expressed appreciation for inclusion of coffee with the manager with the new City Manager in the job description, noting that these meetings help him stay informed and disseminate information to other residents through his social media. He also suggested that the Council consider using the proposed \$26,000 city promotional video (discussed during Council comments) as a fundraising opportunity to offset its cost. Regarding the City Manager search, he recommended that the Council consider adding language indicating that the salary is "negotiable" to avoid deterring qualified candidates who might otherwise not apply due to the stated salary range.

#### **ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 4:57 PM.



Odet Izquierdo, Acting City Clerk



JohnPaul O'Connor, Mayor